

Job Description

Chelsea Housing Authority (“Authority”) Executive Director

The Executive Director is responsible for the professional leadership and management of Authority and shall perform the following duties and exercise the following powers, rights and authority:

General. The Executive Director will lead the Authority in preserving and expanding housing for low-income community residents; ensure that they have a safe and quality place to live both in the physical upkeep of the property and through securing supportive and/or economic mobility services. The Executive Director, at the directive of the Authority Board, will lead the staff to meet the needs of the residents and to ensure that the Authority operations are effective. The Executive Director has responsibility for overall leadership in guiding programmatic, fiscal, personnel, and public relations activities. The Executive Director shall have the general supervision over the administration of the Authority's business and affairs, subject to the direction of the Board, and in compliance with the rules and requirements of the Massachusetts Department of Housing and Community Development (DHCD) and, as applicable, the United States Department of Housing and Urban Development (HUD). Executive Director will creatively lead Housing Authority to improve efficiency, service levels, and generally meet the mission of preserving or producing affordable housing in a regulated environment with limited resources.

Hours of Work. Full time Executive Directors shall work during normal business hours (Monday - Friday 8 a.m. to 6 p.m.). Time spent at night or weekend meetings which are directly related to Authority business, may be substituted for weekday hours at the discretion of the Board. Daily time sheets and attendance records must be maintained at the LHA office for review and approval by the Board and review by DHCD, the State Auditor, and/or HUD.

Programs. All Executive Directors will be responsible for the delivery and quality of programs and services. The Executive Director will be responsible for oversight of staff who implement the programs.

a. Housing Units Owned by the Authority:

- 1) Management, maintenance and redevelopment of, and capital improvements to, any and all housing developments of the Authority;
- 2) Procurement of equipment, materials and labor as required to satisfactorily meet the standards of good and proper maintenance;
- 3) Wait list outreach, marketing and maintenance;
- 4) Selection of tenants, the drawing and signing of leases, the collection of rents and the use of legal actions as required by state and/or federal regulations and guidelines as applicable depending on whether the housing units are state-aided or federally-aided; preparation of the Authority's Management Plan detailing Authority's policies, guidelines, rules and regulations pertaining to day-to day operations;
- 5) Coordination with community and government partners to secure services for LHA residents;
- 6) Compliance with applicable fair housing and civil rights requirements; and
- 7) Operation of any and all developments in a manner providing for a high degree of livability and appearance at the lowest possible cost consistent with satisfactory administration and maintenance.

b. Rental Assistance.

- 1) Wait list outreach, marketing and maintenance;
- 2) Outreach to and contracting with landlords including inspection operations;
- 3) Selection of tenants the drawing and signing of leases, the payment of rental assistance and the use of legal actions as required by state and/or federal regulations and guidelines as applicable depending on whether the housing units are state-aided or federally aided, and;
- 4) Compliance with applicable fair housing and civil rights requirements.

c. Housing Development.

While not primary mission of Authority, work with local officials and funding agencies to maximize value of LHA properties for preservation of existing units and/or production of new affordable housing.

Fiscal Management. The Executive Director is responsible for the care and custody of all funds of the Authority and for the prudent management of the resources of the Authority. The Executive Director oversees all bookkeeping, accounting and financial activities including but not limited to:

- a. Deposit all funds of the Authority in the name of the Authority in such bank or banks as the Board shall select;
- b. Maintenance of accurate books of account showing receipts and expenditures;
- c. Preparation of an annual budget within budget guidelines for review and approval by the Board and DHCD as well as operating statements and financial reports and submissions;
- d. Maintenance of an accurate inventory of agency property and protect all such property;
- e. Procurement and purchase activities in accordance with procedures approved by the Board and in accordance with all applicable state, federal and local laws, and;
- f. Make notification to DHCD of any potential legal claims or lawsuits brought against the Authority for any incidents occurring on state-aided property.

Personnel. Executive Director is authorized to transact all personnel actions subject to the Personnel Policy, and to report such actions as necessary to the Board. The Executive Director is responsible for:

- a. Recruitment, hiring, staffing and supervision of department heads and any personnel not under the supervision of department heads;
 - 1) Every effort shall be made to recruit employees who represent the population that the LHA serve in terms of diversity and inclusiveness
 - 2) Advertise on specialty media platforms to attract a pool of diverse applicants to your workforce
- b. Ensuring that performance evaluations of all staff are completed;

- c. Determining the need for travel and training of all employees, and approval or denial of staff travel and training requests, consistent with the Authority's annual budget;
- d. Provide opportunities for staff to access continuing education and training so that they can advance in their careers;
- e. Promotion, demotion, and disciplinary actions;
- f. Review and update of the Personnel Policy and all job descriptions, as needed, and;
- g. Compliance with all state and federal employment laws.

Board Administration and Support. The Executive Director supports operations and administration of the Board by advising and informing Board members, interfacing between Board and staff, and cooperating with the Board's process for the evaluation of the Executive Director's performance. Such responsibilities include but are not limited to:

- a. Reporting at each regular meeting or more often as requested by the Board an account of his/her transactions and the financial condition of the Authority;
- b. Preparation of regular reports for the Board on the status of projects and programs;
- c. Reports on the results of present policy and recommendations for changes in policies to the Board;
- d. Recording of the minutes and the records of the Authority's meetings in a satisfactory and legal form as the ex-officio secretary of the Board pursuant to G.L. c. 121B, §7, and;
- e. Development of an Annual Plan as required by G.L. c. 121B, §28A and submission of the Plan to DHCD in accordance with its guidelines.

Other Duties and Responsibilities, As Assigned. The Executive Director shall perform such duties as are commensurate with the position of executive director, including without limitation, such duties as may be assigned to the executive director from time to time by the Board during the Term of the agreement. In performing his or her duties the Executive Director shall comply with all applicable federal, state and local laws, DHCD regulations and guidelines, and directives and policies of the Board.